



FEDERAL ELECTION COMMISSION
WASHINGTON, D.C. 20461

RQ-2

APR 16 2003

Mina Brees, Treasurer
Travis County Democratic Party
P.O. Box 684263 (1311 E. 6th Street)
Austin, TX 78763

Identification Number: C00257519

Reference: October Monthly Report (9/1/02-9/30/02)

Dear Ms. Brees:

This letter is prompted by the Commission's preliminary review of the report(s) referenced above. The review raised questions concerning certain information contained in the report(s). An itemization follows:

-Your report discloses a negative ending cash balance of \$-7,805.79. This suggests that you have either overdrawn your account, made a mathematical error, or incurred a debt. If your committee has incurred a debt or obligation, please show a zero balance on Line 8 of the Summary Page and reflect the amount and the nature of the debt on Schedule D and Line 10. 2 U.S.C. §434(b)(8)

-Itemized disbursements must include a brief statement or description of why the disbursements were made. Please amend Schedule(s) H4 of your report to clarify the following description(s): "Consulting Fee." For further guidance regarding acceptable purposes of disbursements, please refer to 11 CFR §104.3(b)(3).

A response or amendment to your original report(s) correcting the above problem(s) should be filed with the Federal Election Commission within fifteen (15) days of the date of this letter. Electronic filers must file amendments (to include statements, designations and reports) in an electronic format and must submit an amended report in its entirety, rather than just those portions of the report that are being amended. If you need assistance, please feel free to contact me on our toll-free number, (800) 424-9530 (at

the prompt press 1, then press 2 to reach the Reports Analysis Division). My local number is (202) 694-1130.

Sincerely,

A handwritten signature in black ink, appearing to read "Maureen Benitz". The signature is fluid and cursive, with the first name "Maureen" being more prominent than the last name "Benitz".

Maureen Benitz
Campaign Finance Analyst
Reports Analysis Division

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